



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

April 4, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add seven (7) new classes, to reflect classification changes, and to implement classification studies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County=s classification system is one of the Department of Human Resources= (DHR) primary functions.

Your Board=s approval of these recommendations will provide the ordinance authority for County departments to implement the compensation and classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organizational Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

To Enrich Lives Through Effective and Caring Service

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

Information Technology Classes

In conjunction with the ongoing implementation of the countywide Information Technology (IT) Occupational Study recommendations, six (6) classes are being created to address functional gaps existing within the current IT classifications (Attachment A). The IT Technical Support Analyst series will be responsible for help desk and routine maintenance and repair of IT systems and the Network Systems Administrator series will be responsible for network setup and maintenance.

FISCAL IMPACT/FINANCING

The projected budgeted net County cost resulting from these actions is \$8,830 annually based upon salaries as of January 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. Cost increases associated with upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes

Seven (7) new classes are being created in the County's classification system to better serve departmental needs (Attachment A).

Reclassifications

There are nine (9) positions in three (3) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

MICHAEL J. HENRY
Director of Personnel

MJH:STS
SM:vmh

Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A**CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level
Options	1153	Healthcare Interpreter	N5 63J
Options	2545	Information Technology Technical Support Analyst I	77K
Options	2546	Information Technology Technical Support Analyst II	81K
Options	2558	Network Systems Administrator I	83K
Options	2559	Network Systems Administrator II	87K
Options	2547	Senior Information Technology Technical Support Analyst	85K
Options	2560	Senior Network Systems Administrator	91K

ATTACHMENT B**RECOMMENDATIONS FOR POSITION RECLASSIFICATION****DEPARTMENT OF HEALTH SERVICES – PUBLIC HEALTH**

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Chief Epidemiologist 95F Non-Represented	Supervising Epidemiologist 93F NW Non-Represented

The subject position is assigned to the Health Assessment Unit in the Office of Health Assessment and Epidemiology and is responsible for supervising nine (9) Epidemiologist, Epidemiology Analyst, Research Analyst III, and Research Analyst II positions. This position meets the definition and allocation standards of the Supervising Epidemiologist which supervises and directs the work of Epidemiologists and professional support staff in the planning, designing, implementation, and evaluation of multiple health-related surveillance systems, epidemiologic studies, and field investigations. Therefore, a downward reclassification to Supervising Epidemiologist is recommended.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
6	Supervising Typist-Clerk 63H NV Represented	Supervising Clerk 62J NV Represented

The subject positions are located in various district offices throughout the Department and are responsible for supervising lower level clerks that perform limited typing duties consisting of basic data entry and coding. These positions meet the definition of the Supervising Clerk which supervises, for a substantial portion of time, general and specialized office clerical work. Therefore, we recommend that the positions be reclassified downward to Supervising Clerk.

RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)

SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
2	Electronics Communications Equipment Installer F 3466.71 Represented	Senior Electronics Communications Equipment Installer F 3857.13 Represented

The subject positions are assigned to Technical Services in the Communications and Fleet Management Bureau where they are responsible for the installation of Mobile Digital Computers (MDC). This responsibility is distinguished from those performed by the Electronics Communications Equipment Installer, a journey-level class which installs, maintains, repairs, and tests electronic communications equipment such as Mobile Data Terminals (MDT), two-way FM radios, car alarms, tracking systems, and scanners. The installation of MDC's is considered a more complex installation assignment due to the knowledge of information technology, complex wiring systems, and multiple MDC components required to successfully complete the installations. The two positions are recommended for upward reclassification to Senior Electronics Communications Equipment Installer to provide technical direction as needed and to perform the more complex MDC installations.